

BOARD OF SELECTMEN – AUGUST 8, 2011

I. Call to Order/Roll Call

Chairman Brian Major called the Work Session of the Board of Selectmen to order at 6:05 P.M. at the Water Treatment Plant on Lowell Street. Present were: Chairman Major and Selectmen Mary Lyman, Alex Vispoli and Paul Salafia. Also present: Town Manager Buzz Stapczynski and Town Clerk Larry Murphy. The meeting was duly posted.

III. FY-2012 Goals & Objectives Work Session

A. Board to discuss their FY-2012 Goals & Objectives

Selectman Vispoli reported that the sub-committee has held a series of high level discussions on the FY-2012 Goals and Objectives.

The Board listed categories in which to group the goals and objectives, determined that the goals should have common themes, be measurable, have a due date and be a SMART goal. Some goals are forward moving requiring on-going work and attention, taking more of the Town Manager's time and, therefore, are more weighted.

Items discussed included the study to consolidate the Department of Public Works and Plant and Facilities Department, Health Insurance Reduction, Budget Resolution, Collective Bargaining for 16 units (Town and School) and Business and Economic Development.

Upcoming building projects include: Bancroft Elementary School, Town Yard, Ballardvale Fire Station, Youth Center, I-93 Project, Shawsheen School, Pre-K Education Center, Ballfields and the Landfill. Each project should be studied to show financial capability, a long and short term CIP analysis, management of each project and the physical time to drive the project. A review of previous borrowing should be conducted as well as the annual impact on the budget of new projects. A review of building projects should include energy efficiency, utilization of buildings (especially schools) and revenue streams to support operation costs, additional operation costs, multi-use of buildings and new services and offerings.

The Board talked about options for the FY-13 budget which included a levy limit with a zero percent increase, the addition of new growth and maintaining a AAA bond rating.

The common goals were consolidated into the following categories:

~ Department Consolidation: New projects, reduction in sustainable salaries, regionalization, management of Town resources and time, best practices.

~ Collective Bargaining and Health Insurance Reduction: Health Insurance Reform, more efficiency, contracts for Town/School employees.

~ Budget Reduction and Timeline Control: AAA Bond Rating, FY-13 Budget, OPEB funding, expectations for new revenue, short and long term liabilities, timeline for budget meetings.

~ Building Projects: Financial impact (total costs), Physical impact (personnel time), long and short term financial analysis, management, financial capability, physical time

to drive projects.

It was suggested that each member submit their thoughts on Business and Economic Development to the Chairman as this is more of a goal for the Board. The Board also talked about awareness issues such as sensitivity to major staff changes and management of Town resources. The Chairs of the three Boards (School Committee, Selectmen and Finance Committee) will be meeting on Wednesday to discuss the budget timeline for the FY-13 budget.

The Work Session on FY-12 Goals and Objectives concluded at 7:50 P.M.

IV. Communications/Announcements/Liaison Reports

The Town Manager reported that information relative to the Town's AAA rating will be forthcoming from Standard & Poor. He also reported that the State Conference on Regionalization will be held on September 1st at Holy Cross College with a group of Town employees attending.

Selectman Salafia suggested that free parking be offered in the downtown this weekend in conjunction with the State's Sales Tax Free Holiday. He also reported both the Town Yard Task Force and Youth Foundation will be meeting this week.

Selectman Lyman said the MMA has a new computerized salary analysis report and suggested submitting Town salaries for comparison.

Selectman Vispoli said Representative Paul Adams is working with the State on the I-93 project and the proposed meeting of the three towns in September to be hosted in Andover. No date has been established at this time.

Chairman Major congratulated the National Little League Team on moving forward in the State Championship Semi-finals. The Semi-finals and Final Championship games will be televised on NESN with the New England Championship Game being held on Saturday at 1:00 P.M. in Bristol, Connecticut.

V. Citizens Petitions and Presentations

Mary Carbone, 3 Cyr Circle, asked about the status of the Town seals for the Youth Service vehicles. The Town Manager reported they are on order.

John Pasquale, 47B Whittier Street, suggested that the Police Department be notified about the Verizon strike and equipment sabotaged in other towns. He also said the islands in the parking area behind the Old Town Hall need landscaping attention.

VI. Regular Business of the Board

A. 2012 Annual Town Election and Meeting Calendar

Town Clerk Larry Murphy reviewed the 2012 Annual Town Election and Meeting Calendar and talked about possibly changing the venue to the Collins Center rather than the Collins Field House. He distributed a report showing the attendance at Town Meeting back to 1990. The Board also discussed possible dates for Town Meeting. The Board will hold on a decision until the next meeting on August 22nd.

B. Bow Hunting on Town-owned Land

The Board discussed the amendments to Section IV.2 of their Policy Guidelines related to

Governing the Use of Undeveloped Town-owned Land which would allow bow hunting for deer and as explained by Larry Murphy.

Selectman Vispoli motioned to amend the Board of Selectmen's Policy IV.2 Governing the Use of Undeveloped Town-Owned Land by striking subsection 3) as currently written and by substituting the following: 3) Hunting is prohibited except for deer hunting by bow and arrow in accordance with rules and regulations established by the Conservation Commission in conformity with the General Laws. (Amended 8-8-11). The motion was seconded by Selectman Lyman and voted 4-0 to approve.

Resident Mary Carbone of 3 Cyr Circle stated she has a problem with the deer hunting proposal and hunting in general and feels it is inappropriate.

Bob Marshall of Samos Lane asked if hunting is open to Andover residents only. He was informed that the pilot program was open to Andover residents only but not the new program although Andover residents will be given first preference.

C. Town Manager's Evaluation

The Board agreed to move the discussion of the Town Manager's FY-2011 Goals and Performance Objectives until the August 22nd meeting when all members are present. The meeting will begin at 6:00 P.M.

D. Board of Selectmen's Handbook

On a motion by Selectman Lyman with a second by Selectman Vispoli it was voted 4-0 to have the Board of Selectmen's Handbook maintained electronically.

E. Sales Tax Holiday

On a motion by Selectman Salafia with a second by Selectman Vispoli, it was voted 4-0 to waive parking fees on Saturday August 13, 2011 from 10:30 A.M. on in support of the Downtown Business Tax Holiday.

VII. Consent Agenda

A. Block Party

Selectman Vispoli motioned to approve the request of David Gilbert, 8 Yale Road, to block off his street from #1 through #8 for a neighborhood block party on Saturday, August 27, 2011 from 11:00 A.M. to 8:00 P.M. (raindate – Sunday, August 28, 2011). The request has been reviewed and approved with conditions by the Police Department. The motion was seconded by Selectman Lyman and voted 4-0 to approve.

B. Road Race

Selectman Lyman motioned to approve the request of Veryl D. Anderson, RN, Executive Director of the Professional Center for Child Development, for permission to conduct their annual "Trot for Special Tots 5K Road Race & Walk" through the streets of Andover on Sunday, October 2, 2011 beginning at 10:00 A.M. She is requesting to use the same route as last year's race which will begin and end at the Center. The request has been reviewed and approved with conditions by the Police Department. The motion was seconded by Selectman Salafia and voted 4-0 to approve.

C. Appointments and Re-appointments

On a motion by Selectman Vispoli with a second by Selectman Salafia, it was voted 3-0 to approve the following appointments recommended by the Town Manager and as printed in the agenda. Chairman Major recused himself from voting.

DEPARTMENT	POSITION	RATE	EFF. DATE
<u>COMMUNITY SERVICES</u>			
Michael R. McQuillan	Counselor – PT	2CA/\$8.00/hr.	8/1/11
8/1/11 Sean R. McQuillan	Counselor – PT	2CA/\$8.00/hr.	
Cynthia A. Worthley	STE Choreographer – PT	\$1,900/annual	7/11/11
<u>YOUTH SERVICES</u>			
7/18/11 Jan Makkinje	Counselor 2 – PT	C3A/\$8.75/hr.	

VIII. Approval of Minutes from Previous Meetings

On a motion by Selectman Vispoli and seconded by Selectman Lyman, it was voted 4-0 to approve the Minutes of the Regular Meeting of July 25, 2011 as presented.

IX. Adjournment

On a motion by Selectman Salafia and seconded by Selectman Vispoli, the Board voted 4-0 to adjourn the Work Session at 8:50 P.M.

Respectfully submitted,

Dee DeLorenzo
Dee DeLorenzo
Recorder

Documents:

Memo from Town Clerk regarding Bow Hunting on Town-owned Land
Draft of the Annual Town Meeting and All Election Calendar
Annual Town Meeting Attendance Report